Town of Elsmere



Fiscal Year 2014-2015 ANNUAL OPERATING AND CAPITAL BUDGETS

Adopted by the Mayor & Council at their June 07, 2014 public meeting.

TOTAL APPROVED REVENUES \$3,195,972.00

TOTAL APPROVED OPERATING EXPENSES \$3,173,176.80

TOTAL APPROVED CAPITAL EXPENSES \$10,497,20

APPROVED PROVISIONS:

General:

- 1. The Mayor and Council took the following action concerning the "Long Term Planning" budget which was approved as part of this budget.
 - a. The funds allocated to this department and its subcategories shall be placed into "Towns Long Term Planning Account" and a bi-annual report is to be provided to the Mayor and Council detailing the the interest gained during the reporting period and how it was applied across all of the sub-categories.
 - b. Expenditures from any of the sub-categories would require specific approval from the Mayor and Council.
 - c. These line items would not be considered capital items and would require the approval of a simple majority of the Mayor and Council for expenditures from the line items.
 - d. Any funds remaining in these line items at the end of the fiscal year will remain in the line item and be carried over into the next fiscal year. Any remaining amount will not be included as a part of the accumulated surplus of any fiscal year.
- In addition to the amount budgeted for the "ORIGINAL POLICE PENSION PLAN ALLOCATION" the amount received from the State of Delaware shall be combined with the budgeted amount and be deposited in that pension plans assets.

Finance Department:

The Town Manager is authorized without the prior approval of the Mayor and Council to direct the Finance Department to create additional line item(s) when he deems such action necessary or required in order to properly and accurately account for and report the financial activity and position of the Town, provided doing so will not increase or decrease any amount approved by the Mayor and Council in this budget. This section shall not apply to the Department of Public Safety.

Public Safety Department Funding Source:

- 1. In accordance with Title 22, Section 1601 (c) of the Delaware Code, the primary funding source for the Public Safety Department's approved Operating cost shall be the revenues realized by the collection of the Town of Elsmere's Realty Transfer Taxes. Should these funds be depleted the remaining approved expenses shall be funded out of the Town's General Fund.
- 2. The primary funding source for the Department of Public Safety's Capital requests should there be any shall be the revenues available in the "Red Light Camera" account. Any shortfall in the amount needed shall be funded from the Town's General Fund
- 3. The funds contained in the Equitable Sharing account at June 30, 2014 shall be transferred to the FY 14-15 budget and shall be used during the 14-15 Fiscal Year to purchase the police vehicle approved in the FY 14-15 Capital Improvement Budget.

Approved by the Mayor and Council at their June 07, 2014 meeting.

Steven Burg, Mayor/

Deborah Norkayage, Acting Secretary

	A	В	C D	E	F	G
1	T		TOWN OF ELSMERE			Г
2	+		FISCAL YEAR 2014 - 2015			t
3	+	*	APPROVED OPERATING BUDGET			⊢
_	+		AFFROVED OFERATING BUDGET			⊢
5	+		···	-	FY 14-15	⊢
6	-			+		+
7	+			++	APPROVED	╁
8	+	ADMINISTRATION		++-	589,147.00	⊢
9		CODE ENFORCEMENT		++	169,457.00	+-
10		FINANCE		++-	251,102.00	╁
11		PUBLIC SAFETY			1,024,240.80	\vdash
12		PUBLIC WORKS		++	342,582.00	+
13		PUBLIC WORKS SANITATION		++	560,411.00	+-
14		PARKS AND RECREATION			101,925.00	\vdash
15	ī	LONG TERM PLANNING			134,312.00	1
16						\vdash
17					***************************************	
18	7	TOTAL REQUESTED EXPENSES			3,173,176,80	
19						
20	1	TOTAL REQUESTED REVENUES			3,195,972.00	
21						Г
22						
23	- 0	Capital Budget Request			10,497.20	
24						
25			Total Requested Expenses		3,173,176.80	
26			Total Approved Revenues		3,195,972.00	
27						
28			Result		22,795.20	
29	_		Subtract The Amount Needed for The Capital Budget		(10,497.20)	1
30	4					_
31	4		Final Position of The Town		12,298.00	1
32		Markey 251		1		1

\Box	А В	C D	E F G
33		TOWN OF ELSMERE	
34		FISCAL YEAR 2014 - 2015	
35		APPROVED REVENUE BUDGE	T
36		THE TOTAL PROPERTY OF THE PROP	
37			FY 14-15
38			APPROVED
39			ALTROVES
40	5-01-04-20-0017-0000	Accident Reports	4,000,00
41	5-01-04-30-0060-0000	Board of Adjustment	1,500,00
42	5-01-04-30-0020-0000	Building Permits	28,000.00
43	5-01-04-30-0070-0000	Business Licenses	70,000.00
44	5-01-04-30-0021-0000	Code Violations	12,000.00
45	5-01-04-11-0011-0000	Interest Income	1,200,00
46	5-01-04-20-0016-0000	Other Courts CCP	15,000.00
47	5-01-04-10-0110-0000	Other Income Administration	2,000.00
48	5-01-04-30-0110-0000	Other Income Code Enforcement	700.00
49	5-01-04-20-0110-0000	Other Income Public Safety	500.00
50	5-01-04-20-0110-TOW1	Towing	10,500,00
51	5-01-04-11-0110-0000	Other Income Finance	1,000.00
52	5-01-04-40-0110-0000	Other Income Public Works	2,000,00
53	5-01-04-40-0110-0001	Other Income Property Abatements	2,000.00
54	5-01-04-40-0110-0002	Other Income Recycling	1,300,00
55	5-01-04-11-0001-0000	Real Estate Taxes	2,297,603.00
56	5-01-04-20-0208-0000	Red Light Camera	10,000.00
57	5-01-04-10-0120-0000	Rental Income Administration	90,369.00
58	5-01-04-30-0075-0000	Rental Licenses	180,000.00
59	5-01-04-10-0026-0000	Pension Pass-Through/Town Contributions	60,000.00
60	5-01-04-11-0010-0000	Tax Penalties and Interest	15,000.00
61	5-01-04-11-0090-0000	Transfer Taxes	110,000.00
62	5-01-04-20-0015-0000	Fines (Voluntary Assessment)	185,000.00
63	5-01-04-11-0080-0000	Franchise Fees	96,300.00
64			
65		Total APPROVED Revenues	3,195,972.00
66			
67			

1	В	C	E F	G
58				1
9				
70		ADMINISTRATION DEPARTMENT'S		
1		FY 14 - 15 APPROVED OPERATING BUI	DGET	
2				
73	Revenue Line Items		FY 14-15	
4			APPROVED	
5				
6	5-01-04-10-0110-0000	Other Income	2,000.00	
7	5-01-04-10-0120-0000	Rental Income	90,369.00	
8	5-01-04-10-0026-0000	Pension Pass-Through/Town Contributions	60,000.00)
9				
0		Total Income	152,369.00	
4				
2	Expense Line Items			1
3			FY 14-15	
1	 		APPROVED	+
5	E 04 05 40 4000 0000	6-1		_
7	5-01-05-10-1000-0000	Salary	146,922.00	
/ 	5-01-05-10-1001-0000 5-01-05-10-1000-0007	Overtime	2,000.00	
9	5-01-05-10-1010-0000	Salary-Council	3,600.00	
3	5-01-05-10-1015-0000	Payroll Taxes Employee Incentive Plan	13,179.00	
1	5-01-05-10-1015-0000	Employee Incentive Plan Employee Longevity Benefit	2,500.00	
2	5-01-05-10-1020-0000	Police Pension Contribution	3,900.00	
3	5-01-05-10-1020-0000	Accounting	77,082.00	
4	5-01-05-10-3140-0000	Gas / Oil for Vehicles	3,100.00 500.00	
5	5-01-05-10-7046-0000	Homeland Security	5,600.00	
1	5-01-05-10-2070-0000	Cont./Pro. Services	49,000.00	
7	5-01-05-10-2071-0000	Computer Operations	9,040.00	
8	6-01-05-10-2060-0000	Contributions	10,000.00	
5	5-01-05-10-2081-0000	Discretionary Funds	1,000.00	
o	5-01-05-10-2100-0000	Dues/Subscriptions/Meetings	7,800.00	
1	5-01-05-10-2110-0000	Election Expenses	7,500.00	
12	5-01-05-10-2120-0000	Electricity/Gas	46,384.00	
13	5-01-05-10-2122-0000	Emergency Operations	0.00	
4	5-01-05-10-2124-0000	Water/Sewer	5,300.00	
15	5-01-05-10-2160-0000	Insurance-Business	11,000.00	
06	5-01-05-10-2170-0000	Insurance-Health	39,000.00	
7	5-01-05-10-2180-0000	Insurance-Life/Disability	1,540.00	
8	5-01-05-10-2181-0000	Workers Compensation	1,400.00	
9	5-01-05-10-8250-0000	Lease/Purchase of Equipment	4,000.00	
.0	5-01-05-10-2266-0000	Legal Notices	1,500.00	
1	5-01-05-10-2270-0000	Legal	27,000.00	
2	5-01-05-10-2280-0000	Postage	400.00	
3	5-01-05-10-2290-0000	Maintenance-Building	25,000.00	
4	5-01-05-10-3330-0000	Materials/Supplies	4,000.00	
5	5-01-05-10-3340-0000	Miscellaneous	1,000.00	
.6	5-01-05-10-3350-0000	Office Supplies	6,000.00)
7	5-01-05-10-2370-0000	Telephone	8,900.00	
18	5-01-05-10-2390-0000	Training	4,000.00	
19	5-01-04-10-0026-0000	Pension Pass-Through/Town Contributions	60,000.00	
20				
21		Total Administrative Expenses	589,147.00	
22	1			

A	В	C	D	E	F	G
24						
25					27	
26			CODE ENFORCEMENT DEPARTMENT			
27			FY 14 - 15 APPROVED OPERATING BUD	GET		
28						
29	Revenue Line Items				FY 14-15	
30					APPROVED	
31						
32	5-01-04-30-0020-0000		Building Permits		28,000.00	L
33	5-01-04-30-0021-0000		Code Violations		12,000.00	
34	5-01-04-30-0060-0000		Board of Adjustment		1,500.00	
35	5-01-04-30-0070-0000		Business Licenses		70,000.00	
36	5-01-04-30-0075-0000		Rental Licenses		180,000.00	
37	5-01-04-30-0110-0000		Other Income Code Department		700.00	
38						
39			Total Revenue		292,200.00	
40						
41	Expense Line Items				FY 14-15	
42					APPROVED	
43						
44	5-01-05-30-1000-0000		Salary		88,052.00	
45	5-01-05-30-1001-0000		Overtime		2,500.00	
46	5-01-05-30-1010-0000		Payroll Taxes		7,917.00	
47	5-01-05-20-1025-0000		Employee Longevity Benefit		400.00	
48	5-01-05-30-2071-0000		Computer Operations		6,489.00	337
49	5-01-05-30-2070-0000		Contracted Professional Services Expenses		18,000.00	
50	5-01-05-30-2100-0000		Dues/Subscriptions/Meetings		400.00	
51	5-01-05-30-2122-0000		Emergency Operations		0.00	
52	5-01-05-30-3140-0000		Gas/Oil Vehicles		1,000.00	
53	5-01-05-30-2160-0000		Insurance Business		4,545.00	
54	5-01-05-30-2161-0000		Insurance-Auto		3,200.00	
55	5-01-05-30-2170-0000		Insurance-Health		24,442.00	
56	5-01-05-30-2180-0000		Insurance-Life/Disability		1,007.00	
57	5-01-05-30-2181-0000		Workers Compensation		355.00	
58	5-01-05-30-2280-0000		Postage		2,000.00	
59	5-01-05-30-2320-0000		Maintenance-Vehicle		700.00	
60	5-01-05-30-3330-0000		Materials/Supplies		1,000.00	
61	5-01-05-30-3340-0000		Miscellaneous		200,00	
62	5-01-05-30-3350-0000		Office Supplies		2,750.00	
63	5-01-05-30-2370-0000		Telephone		2,500.00	
64	5-01-05-30-2390-0000		Training		1,500,00	
65	5-01-05-30-3400-0000		Uniforms		500.00	
66						
67			Total Code Enforcement Expenses		169,457.00	

	A B	С	D	E	F	G
169						
170						
171		A CANADA A	FINANCE DEPARTMENTS			3
172			FY 14 - 15 APPROVED OPERATING	BUDGET		
173						
174	Revenue Line Items				FY 14-15	
175					APPROVED	
176						
177	5-01-04-11-0001-0000	127	Real Estate Taxes		2,297,603.00	
178	5-01-04-11-0010-0000		Penalties & Interest		15,000.00	
179	5-01-04-11-0080-0000		Franchise Fees		96,300.00	
180	5-01-04-11-0090-0000		Transfer Taxes		110,000.00	
181	5-01-04-11-0011-0000		Interest Income		1,200.00	
182	5-01-04-11-0110-0000		Other Income Finance		1,000.00	
183						
184			Total Finance Revenue		2,521,103.00	
185						
186	Expense Line Items				FY 13-14	
187					APPROVED	
188						
189	5-01-05-11-1000-0000		Salary		157,874.00	
190	5-01-05-11-1001-0000		Overtime		2,000.00	
191	5-01-05-11-1010-0000		Payroli Taxes		13,732.00	
192	5-01-05-11-1025-0000		Employee Longevity Benefit		5,100.00	
193	5-01-05-11-2050-0000		Audit		18,300.00	
194	5-01-05-11-2071-0000		Computer Operations		12,500.00	
195	5-01-05-11-2122-0000		Emergency Operations		0.00	
196	5-01-05-11-2160-0000		Insurance Business		9,325.00	
197	5-01-05-11-2170-0000		Insurance-Health		20,603.00	
198	5-01-05-11-2180-0000		Insurance-Life/Disability		1,644.00	
199	5-01-05-11-2181-0000		Workers Compensation		324.00	1 8
200	5-01-05-11-2280-0000		Postage		2,800.00	
201	5-01-05-11-3350-0000		Office Supplies		4,000.00	
202	5-01-05-11-2370-0000		Telephone		1,400.00	
203	5-01-05-11-2390-0000		Training		1,500.00	
204						
205			Total Finance Expenses		251,102.00	
206						

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207			L	***************************************			I
80	_		L		\perp		L
09	-			PUBLIC SAFETY DEPARTMENT'S			
10	_			FY 14 - 15 APPROVED OPERATING BUDGE	T		_
111	-	Revenue Line Items	-		+	F36.44.45	+
212		Revenue Line items	H		\rightarrow	FY 14-15	+
14	-		-		++	APPROVED	+
115	-		-				+
216		5-01-04-20-0015-0000	\vdash	Fines		405.000.00	+
17		5-01-04-20-0016-0000	\vdash	Other Courts CCP	++	185,000.00 15,000.00	
218	-	5-01-04-20-0017-0000	-	Accident Reports	++	4,000.00	
19	-	5-01-04-20-0208-0000	┢	Red Light Camera		10,000.00	
20	-	5-01-04-20-0110-0000	-	Other Income Public Safety	+	500.00	
21	\neg	5-01-04-20-0110-TOW1	-	Towing		10.500.00	
22		3-01-04-20-0110-10441	\vdash	Townig	++	10,500.00	+
223	-		-	Total Public Safety Revenue	++	225,000.00	+
224	\neg		-	. Can . Come Owner! Incremes	+-+	440,000.00	+
25		Expense Line Items			+	FY 14-15	+
226		and the same name	1		+	APPROVED	+
27			1		+	STITIOTED	+
228		5-01-05-20-1000-0000	\vdash	Salary		628,850.00	+
229		5-01-05-20-1000-0001	-	Salary - Clerical	-	45,139.00	
30		5-01-15-20-1000-BIKE	1	Salary - Seasonal	\rightarrow	7,200.00	
31	-	5-01-05-20-1001-0000		Overtime	+	10,000.00	
232		5-01-05-20-1003-0000	-	Holiday	++	17,875.00	
233		5-01-05-20-1010-0000	_	Payroll Taxes	\rightarrow	25,000.00	
234		5-01-05-20-1025-0000	\vdash	Employee Longevity Benefit	-	1,700.00	
235		5-01-05-20-2170-0000		Insurance-Health	++	117,785.80	
236		5-01-05-20-2180-0000	-	Insurance-Life/Disability		8,261.00	
237		5-01-05-20-8250-0000	1	Lease - Office Equipment		3,900.00	
238		5-01-05-20-2181-0000	1	Workers Compensation	++	23,328,00	
239		5-01-05-20-2071-0000		Computer Operations		2,000.00	
240		5-01-05-20-2081-0000		Discretionary Funds	-	1,500.00	
241		5-01-05-20-2100-0000		Dues/Subscriptions/Meetings	11	500.00	
242		5-01-05-20-2122-0000		Emergency Operations	\neg	0.00	-
243		5-01-05-20-3141-0000		Firearms/Supplies		1,500.00	
244		5-01-05-20-3140-0000		Gas/Oil Vehicles	1 1	35,000,00	
245		5-01-05-20-2161-0000		Insurance-Vehicles		18,766.00	
246		5-01-05-20-2160-0000		Insurance-Business	1.10	26,111.00	
247		5-01-05-20-2280-0000		Postage		300.00	
248		5-01-05-20-2290-0000		Building Maintenance		2,000.00	
249		5-01-05-20-2310-0000		Maintenance/Repair		500.00	
250	811.	5-01-05-20-2300-0000		Equipment Contracts		9,800.00	†
251	1	5-01-05-20-2320-0000		Maintenance-Vehicle		8,000.00	T
252		5-01-05-20-3330-0000		Materials/Supplies		5,000.00	
253		5-01-05-20-2331-0000		Medical Costs		500.00	
254		5-01-05-20-3350-0000		Office Supplies		4,000.00	T
255		5-01-05-20-2360-0000		Evidence Processing		500.00	T
256		5-01-05-20-2370-0000		Telephone		7,725.00	T
57		5-01-05-20-2372-0000		Telephone - Cell Phones		4,000.00	Ţ
258		5-01-05-20-2390-0000		Training		1,500.00	Ţ
259		5-01-05-20-3400-0000		Uniforms		4,000.00	T
260		5-01-05-20-3401-0000		Uniform Cleaning		2,000.00	Ī
261							I
262		P200014017 (500		Total Public Safety Expenses		1,024,240.80	T

A	В	С	D	E	F	G
64			l			
65			PUBLIC WORKS DEPARTMENT'S			
66			FY 14 - 15 APPROVED OPERATING BUDGE	T		
67						
68	Revenue Line Items				FY 14-15	
69				\perp	APPROVED	
70						
71	5-01-04-40-0110-0000		Other Income Public Works		2,000.00	
72	5-01-04-40-0110-0001		Other Income Public Works Abatement Payments		2,000.00	
73	5-01-04-40-0110-0002		Other Income Recycling		1,300.00	
74						
75			Total Public Works Revenue		5,300.00	
76						
77						
78		XC031-300/A91-31-01-01				
79	Expense Line Items				FY 14-15	
80	100000000000000000000000000000000000000				APPROVED	
81						
82	5-01-05-40-1000-0000		Salary		134,249.00	
83	5-01-05-40-1001-0000		Overtime		6,000.00	
84	5-01-05-40-1010-0000		Payroll Taxes		12,551.00	
85	5-01-05-40-1025-0000		Employee Longevity Benefit		4,600.00	
86	5-01-05-40-2070-0000	0.0000000000000000000000000000000000000	Contracted Professional Services	\neg	11,232.00	
87	5-01-05-40-2120-0000		Electricity/Gas		4,400.00	
88	5-01-05-40-2121-0000		Fuel Oil		12,000.00	_
89	5-01-05-40-2122-0000		Emergency Operations		0.00	
90	5-01-05-40-2124-0000		Water/Sewer		1,000.00	$\overline{}$
91	5-01-05-40-3140-0000		Gas/Oil Vehicles		13,000.00	_
92	5-01-05-40-2071-0000		Computer Operations		2,500.00	
93	5-01-05-40-2160-0000		Insurance-Business		16,085.00	
94	5-01-05-40-2161-0000		Insurance-Auto		10,500.00	
95	5-01-05-40-2170-0000		Insurance-Health	\neg	41,920.00	
96	5-01-05-40-2180-0000		Insurance-Life/Disability		1,924.00	
97	5-01-05-40-2181-0000		Workers Compensation		5,257.00	_
98	5-01-05-40-3251-0000		Maintenance/Streets		25,000.00	
99	5-01-05-40-2290-0000		Maintenance-Building		3,000.00	
00	5-01-05-40-2300-0000		Maintenance-Equipment		4,500.00	
01	5-01-05-40-2320-0000		Maintenance-Vehicle		17,000.00	_
02	5-01-05-40-3330-0000		Materials/Supplies		6,000.00	
03	5-01-05-40-3340-0000		Miscellaneous		200.00	
04	5-01-05-40-3350-0000		Office Supplies		500.00	_
05	5-01-05-40-2370-0000		Telephone	\neg	2.000.00	
06	5-01-05-40-2390-0000		Training	1	2,000,00	
07	5-01-05-40-3400-0000		Uniforms	+	5,164.00	-
08			XIIIIIII	+	0,104.00	-
09	 		Total Public Works		342,582.00	
USI						

	Α	В	С	D	E	F	G
311							_
312				PUBLIC WORKS SANITATION	N		_
313				FY 14 - 15 APPROVED OPERATING	BUDGET		_
314							_
315		Expense Line Items				FY 14-15	
316						APPROVED	-
317							_
318		5-01-05-43-2070-0001		Vaste Management Costs		555,211.00	
319		5-01-05-43-2230-0000		andfill Fees		5,200.00	_
320							
321				otal Public Works Sanitation		560,411.00	_
322	500						

	A	В	C	D	E	F	G
323							
324							
325				PARKS AND RECREATION	1		
326				FY 14 - 15 APPROVED OPERATING	BUDGET		
327							
328		Expense Line Items				FY 14-15	
329						APPROVED	
330							1
331		5-01-05-47-2070-0002		LANDSCAPE MAINT CONTRACT		45,750.00	T
332		5-01-05-47-2115-0000		Civic Affairs		31,175.00	
333		5-01-05-47-3252-0000		Maintenance-Parks		25,000.00	
334							
335				Total Parks and Recreation		101,925.00	
336							75251
337							

	Α	В	С	D	E	F
338	- 12					
339				LONG TERM PLANNING		
340				FY 14 - 15 APPROVED OPERATING BUDGET		
341						
342		Expense Line Items				FY 14-15
343	7					APPROVED
344						
345		5-01-05-80-0027-0010		ORIGINAL POLICE PENSION PLAN ALLOCATION	\top	35,753.00
346		5-01-05-80-0027-0020		CAPITAL DEPRECIATION ALLOCATION		25,753.00
347	- 10	5-01-05-80-0027-0040		INFRASTRUCTURE MAINTENANCE ALLOCATION		50,753.00
348		5-01-05-80-0027-0050		CAPITAL BUILDING ALLOCATION		15,753.00
349		5-01-05-80-0027-0060		CONTINGENCY FUND ALLOCATION		6,300.00
350						
351				Total Long Term Planning		134,312.00
352	2 /1					
353						

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354							T
355				TOWN OF ELSMERE			_
356				FISCAL YEAR 2014 - 2015			
357				FY 14 - 15 APPROVED CAPITAL IMPROVEMENT BUD	GET		
358					T		Г
359						FY 14-15	
360						APPROVED	Г
361				ADMINISTRATION			Г
362							Γ
363							Г
364				TOTAL ADMINISTRATION		0.00	
365							Г
366					100		
367				PUBLIC SAFETY			
368							
369				2015 Police Tahoe - FY 14-15 Budget Portion		10,497.20	
370							
371				TOTAL PUBLIC SAFETY		10,497.20	
372						100	
373				TOTAL REQUESTED CAPITAL EXPENSES		10,497.20	
374							1